

## Status

Draft 05/27/2003

# Virginia Office of Emergency Medical Services *EMS Contact*

## EMS Advisory Board Meeting Minutes

05/09/2003 01:00 PM The Place at Innsbrook

## Attendance

### Committee Members

Sherrin Alsop  
Scott Chandler  
May Fox  
Stewart Martin MD  
David Palmer  
Karen Wagner

Donald Barklage Jr  
Gary Critzer  
Catherine Hudgins  
Elizabeth Martin  
Michael Player  
Kent Weber

Earl Carter Jr.  
Robert Crowder III  
George Langford  
Genemarie McGee  
John Snyder

### Absent

Chip Decker (Excused)  
James Hurlock Jr  
Page Verlander (Excused)

Michael Gonzalez MD (Excused)  
Rao Ivatury MD (Excused)

Theresa Guins MD (Excused)  
Morris Reece (Excused)

### Staff

Gary Brown  
David Cullen  
Irene Hamilton  
Ruth Robertson

Karen M Cheatham  
Melissa Doak  
Carol Morrow  
Warren Short

Terry Coy  
Carol Gilbert  
Linwood Pulling  
Scott Winston

### Others

Bruce W Edwards  
J David Barrick  
Jon Donnelly  
Melinda Duncan  
Tina Skinner  
Robin Greer

Connie R Purvis  
Jason D Campbell  
Margaret A Dolan MD  
Michael D Berg  
Wanda Legge  
Vince Burgess

Donald D Wilson  
Jim Chandler  
Matthew Painter  
Rob Logan  
Gary DuBrueler  
Gary Dalton

## Topic/Subject

## Discussion

## Recommendations, Action/Follow-up, Responsible Person

Call to Order

Dave Palmer (Chair) called the meeting to order at 1:05 p.m. Mr. Palmer recognized some guests in attendance. Dr. Jim Burns, the Deputy commissioner of the Health Department and Robin Greer from the Department of Motor Vehicles.

Review & Approval of minutes from last meeting

The Chair entertained a motion to approve the meeting agenda. The motion was made and properly seconded. the vote was taken; and the meeting agenda was approved unanimously.

Agenda Items

1. Chairman's Report - David Palmer

1. Planning Retreat

Mr. Palmer acknowledged the hard word of the Advisory Board at the April 22 Planning Retreat and expressed his appreciation. Board members were emailed a Synopsis of the Report. Bylaws Revision will be discussed again at today's meeting. In accordance with the current Bylaws, the

1.

standard course of action for Bylaws revision requires the Board to undertake revisions over the course of several meetings.

Based on discussions at the Retreat, the Ad Hoc Committee and the Office of EMS (OEMS) revised the draft Bylaws, and Board members received the revised draft by email.

#### Meeting with Deputy Commissioner for Public Health

On May 2, Messrs. Palmer, Barklage and Brown met with Dr. Jim Burns and Rosanne Kolesar to discuss issues of mutual interest.

Actions taken at the April 22 Retreat were discussed.

The Commissioner's Office was made aware that they would be receiving packets of the Advisory Board requested changes and legislative work.

EMS Rules and Regulations were discussed.

Current issues - infectious disease issues i.e. smallpox, SARS, were discussed.

#### State EMS Plan - Michael Player

Mr. Player is the Chair of the Ad Hoc committee that is working on revision of the State EMS Plan.

The committee has had one meeting. The committee consists of Rob Logan, Dr. Carol Gilbert, and Mr. Player. Kenny Updike provides staff assistance.

The meeting focused on the new plan's format and structure.

A formal presentation will be presented to the Advisory Board at its next meeting.

The committee wants to create a structure within the new plan that would allow the committees to measure the EMS System's performance in achieving its established goal

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|---|--|----|
| 2. Vice Chairman's Report - Donald Barklage     | 2. Mr. Barklage has been assigned with developing the Advisory Board's annual report.<br>Committee chairs need to submit their committee's summary for the past year's activities.<br>Reminders have been sent to committee chairs that have not yet submitted their summaries.  | 2. |
| 3. Medical Director's Report                    | 3. Dr. Gilbert did not have any action items to report. She has been participating with the State EMS Plan Ad Hoc Committee and at the Advisory Board Planning Retreat.  | 3. |
| 4. Office of EMS Reports - Gary Brown and Staff | 4. Mr. Brown acknowledged Dr. Burns attendance at the meeting and expressed his appreciation to Dr. Burns. Mr. Brown reminded the Board members that the activities of the OEMS are highlighted in the Quarterly Report to the State EMS Advisory Board book they were mailed. Mr. Brown gave the stats for the OEMS web site usage since it has been on line. | 4. |

18,100 certified EMS providers have been registered on the web site for CE records.  
116,273 reports have been printed.  
4,489 changes of address requests have been submitted via the web site.  
1,398 requests for information have been received.  
There have been over 360,000 total visits to the OEMS web site.  
438 EMS agencies have also registered on the web site.  
1,809 pre-hospital patient care reports (PPCR) files have been uploaded through the web site.  
The OEMS is currently in the midst of their annual budget process. Being reviewed are the:  
Two-for-Life budget  
\$3.2 million that was reinstated for FY '04  
Over \$7 million dollars of program requests have been received for the anticipated \$3.2 million dollars that was reinstated.  
OEMS staff is in the process of trying to identify any duplication in program requests and also reviewing the various program budgets. Final decisions should be available by the week of May 19.

Mr. Brown received an email from the U.S. Attorney General's office through Secretary Jane Woods re "Threats Posted by Suicide Bombers." Hard copies of the information were distributed at the meeting; and the information will be put on the OEMS web site.

#### OEMS Positions Update

Interviews were recently completed for the BLS Training Specialists position.

OEMS is in the process of interviewing for the Critical Care Coordinator. After the first round of interviews, the interview panel recommended that OEMS extend the deadline for applicants.

In an attempt to expand the applicant pool, OEMS sent the job announcement to Advisory Board members, as well as every emergency room and hospital in the State.

The second set of interviews will be conducted on May 23, 2003 at the OEMS.

Everette Vaughan has resigned from the Office of EMS and accepted a position in Palm Beach, Florida. paperwork has been submitted to Dr. Burn's office to request permission to hire for his position.

OEMS will also recruit for two positions that were approved but put on hold pending restoration of the \$3.2 million.

Training QA Coordinator  
Biostatistician

Mr. Winston briefed the Board members on the history and recent activities taking place regarding stretcher vans.

The Governor's Budget Bill directed the Department of Medical Assistance Services (DMAS) to amend the State Plan for Medicaid Services to include a new mode of transportation, stretcher vans. DMAS was also directed to establish emergency regulations for the stretcher vans.

OEMS has held several meetings with DMAS to discuss implementation of "stretcher van" services. DMAS has drafted a modification to its existing contract with LogistiCare, Virginia's non-emergency transportation broker, to include language describing "stretcher van" service.

Upon receipt of the proposed contract modification language, Mr. Winston circulated it to a number of the commercial ambulance services across the state. Comments and suggestions were shared with DMAS at a meeting on April 30.

OEMS is currently awaiting a revised draft of the proposed contract modification and is hopeful that the revised draft will incorporate many of the suggested changes.

#### EMS Advisory Board Appointments - Gary R. Brown

Mr. Brown received correspondence from the Secretary's office in regards to upcoming board appointments. The governor desires to make early appointments this year, prior to the member expiration date. The following organizations have members who terms will expire on June 30, 2003.

Virginia Association of Governmental EMS  
Administrators  
Southwest Virginia EMS Council  
Associated Public Safety Communications Officials  
Virginia Ambulance Association  
Virginia State Firefighters Association  
Peninsulas EMS Council  
Old Dominion EMS Alliance  
Tidewater EMS Council

5. Office of the Attorney  
General Report - Robin  
Kurz

5. Mr. Palmer indicated that he had sent a request to Ms. Kurz regarding the HIPAA Policy rule applicability to EMS agencies.

Ms. Kurz addressed the Board regarding HIPAA and reviewed who / what would be covered under the HIPAA regulation.

Health Care Plans (insurance plans)  
Health Care Clearing Houses (billing entities)  
Health Care Providers

EMS providers do provide health care; but whether EMS providers are covered entities depends on whether the provider transmits information electronically for purposes such as billing.

EMS providers would have to look at their own

activities to determine whether they are covered under HIPAA.

Ms. Kurz recommends that EMS providers go through their County / City attorney to determine if they are covered.

Ms. Kurz referred individuals to the Health and Human Services Web site for more detailed information in HIPAA ([www.hhs.gov/ocr/hipaa](http://www.hhs.gov/ocr/hipaa)).

Ms. Kurz explained that Virginia already had a Health Records Privacy Act. Therefore, Virginia has restrictions in place for disclosure of health information.

Ms. Kurz pointed out that in 2002 the General Assembly edited the Code to allow disclosure by EMS providers to law enforcement about victims of a crime if that complies with HIPAA. If providers are covered under HIPAA, they would want to have their attorney direct them to that section to review the parameters.

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|--|---|-----|
| 6. Introductions by Board Members and Comments by Dr. Burns          | 6. Board members gave brief introductions and indicated what organization they presented. Following their introductions, Dr. Burns addressed the Board. Dr. Burns acknowledged the work done by EMS and said he hoped to attend other meetings of the Board in the future.  | 6.  |
| 7. Board Members Rotating off the Board June 30, 2003 - David Palmer | 7. Mr. Palmer invited board members rotating off the Board on June 30 to attend the August 8 State EMS Advisory Board meeting. The Board would like to give them a proper "going away."   | 7.  |
| 8. Committee Reports and Action                                      | 8.  | 8.  |
| 9. Communications Committee - Scott Chandler                         | 9. The committee has met three times since the last Advisory Board meeting. They have no action items. The committee is working on two primary issues. EMS Communications and Resources Directory Development of Emergency Medical dispatch programs for the Commonwealths and providing guidance for the programs. the committee is considering making a recommendations to the Awards Committee for an "Emergency Medical Dispatch Agency of the Year" award. | 9.  |
| 10. CISM - Liz Martin  | 10. CISM has not met since the last Advisory Board meeting. A meeting is scheduled on May 14. The annual conference will be held the end of May. Currently, registration for the conference is light. OEMS staff is working with the Department of Criminal Justice on a grant for some federal money through the Office of Victims of Crime to benefit victims of 9-11 in Virginia. First responders would be included in the grant request.                   | 10. |
| 11. EMS Emergency Management Committee - Karen Cheatham              | 11. EMS Emergency Management Committee is scheduled to meet next week. They are currently working on a grant with Fire Programs to fund a program vehicle extrication and safety. There will also be a new vehicle technology   | 11. |

course.

The third Tactical medic Program at the Henrico County Regional Jail will be held May 12-15.

The committee is continuing to work with VAVRS and Rescue College; and also working with the EMS Symposium to present all of the Mass Casualty classes, as well as the Terrorism Program from the Department of Emergency Management.

12. Emergency Medical Services for Children - Kenny Updike

12. Kenny Updike gave the report for Emergency Medical Services for Children (EMSC) on behalf of board member Theresa Guins who was not in attendance due to her pending childbirth.

EMSC met on May 8. They have no action items. EMSC is working closely with MCV and Richmond Ambulance Authority to expand the EMS Outreach Program for Children with Special Health Care Needs.

In June, EMSC of Virginia along with the other Mid-Atlantic states will be meeting in Washington, D.C. for the Mid-Atlantic EMSC Conference.

The conference will address cross-state issues regarding children in EMS.

EMSC is working on a new brochure that is geared towards parents and/or teachers of children regarding how to be more prepared for dealing with medical emergencies involving small children.

Virginia is among one of the first states in the United States that will be eligible to apply for increased partnership funding in EMSC. EMSC anticipates being able to bring in an additional \$15,000 in partnership funding from the federal government in FY '04.

The federal government will be issuing an EMSC target grant that will start next year. The grant would total \$600,000 over three years, with funding of \$200,000 per year. Virginia will be applying for this grant and the committee will be looking at the specific target area for the grant.

13. Evaluation Committee - Kent Weber

13. The Evaluation Committee has not been constituted for a period of time; and therefore, there is no report.

14. Financial Assistance Review Committee - Ed Snyder

14. Financial Assistance Review Committee (F.A.R.C.) toured Lord Fairfax and Central Shenandoah Valley regions on April 10-11, 2003. Involved councils and agencies were acknowledged for their hospitality.

F.A.R.C. met on May 8. The committee is currently reviewing 135 grants, representing a total monetary request of \$4,978,146.65.

F.A.R.C. will be meeting with the program representatives and the regional councils on Thursday, June 5; and F.A.R.C. will reconvene on Friday, June 6, 2003. Awards will be posted by 12 noon on June 6.

15. Human Resources and Training Committee - David Palmer

15. Mr. Palmer gave an update on the activities of the Human Resources and Training (HR&T) Committee. HR&T is working closely with OEMS on the Training Administration Manual that came out

with the new regulations. HR&T is working on implementation. HR&T has undertaken an evaluation process of testing procedures and processes. This involves persons, providers, instructors and students from around the state to access where EMS is currently and to look at options. Any recommendations will be forwarded to the Medical Direction Committee and subsequently to the EMS Advisory Board for action.

HR&T is developing a heightened goal of using distributed learning technologies for continuous education. Sometime in the future, a recommendation will be brought forth for Board action.

16. Medevac Committee - Genemarie McGee      16. Ms. McGee reported that the committee met on March 13 at the Office of EMS. They are currently working on two projects.      16.

Medevac has recently completed an on-line pictorial, LZ Communications form for all hospitals in the state of Virginia. this would include an aerial photograph of their helipad and both ground and air communications information.

Medevac has also been working on helicopter operations in mass casualty incidents due to concerns of some of the committee members at some of the recent MCIs.

The next meeting is scheduled on May 22, 2003 at OEMS. At that meeting, a local FBI agent is coming to assist with some other helicopter operation information that they are pulling together.

17. Medical Direction Committee - Stewart Martin, M.D.      17. Dr. Martin reported that the committee met last on April 10, 2003.      17.

The committee is continuing their work on the Procedures and Medication Schedules. the committee is also working on Procedures and Medication Schedules for Specialty teams, as well. the committee also discussed another area of concern, mass gatherings and special events and how medical control should be handled at such events.

The committee discussed the fact that at these events over-the-counter medications are often distributed and how protocol should address that issue. The committee also discussed whether patient reports should be completed when over-the-counter drugs are dispensed.

The committee is continuing to assist with the Medical Direction program for the Symposium. the committee is trying to get support for an on-line course, as well since it is now a requirement that everyone completes that course to become a medical director in the state.

The committee discussed issues of malpractice coverage; physicians obtaining malpractice coverage and malpractice coverage for agencies.

The next meeting is scheduled July 10, 2003.

18. Public Information and Education Committee - Karen Wagner

18. Ms. Wagner reported that the Public Information and Education Committee (PI&E) met earlier in the day. PI&E is progressing on producing a video highlighting EMS success stories with recruitment and retention. this video will be distributed statewide to all of the agencies to assist them with low recruitment and retention efforts. PI&E is working on a special project, an event that will be featured at the 2004 Symposium. The event will highlight recruitment and retention efforts statewide.

19. Regulation and Policy - Donald Barklage

19. Mr. Barklage referred to page nine of the Office of Emergency Medical Services Quarterly Report to the State EMS Advisory Board. At the February meeting the Regulation and Policy committee brought forth action items recommending inclusion into the regulations, five of six sections that were delayed in their implementation. After much discussion, the board took action and recommended that those five sections be included in the Regulations. Following that meeting, after significant discussion, the State Board of health has withdrawn four of those sections out of regulation:  
12 VAC 5-31-610 - Designated emergency response agency standards  
12 VAC 5-31-620 - Designated emergency response agency staffing capability.  
12 VAC 5-31-730 - EMS vehicle operational readiness  
12 VAC 5-31-940 - Drugs and substance abuse

The agency is continuing the process to promulgate replacement language within the notice of intended regulatory action. The NOIRA was submitted May 8, 2003.

The committee met on May 8 at the Office of EMS. the Regulation and Policy Committee is recruiting new members.

Mr. Barklage brought forth one action item. At the EMS Advisory Board Planning Retreat on April 22, a draft of the Code of Ethics document was distributed to board members for their review and comments. the draft has been revised and the final document was distributed to board members.

The next meeting of the Regulation and Policy Committee is scheduled on August 7, 2003, 3 p.m., at the Office of EMS.

Mr. Barklage made the following motion.

MOTION: The Regulations and Policy Committee recommends that the State EMS Advisory Board adopt the draft Code of Ethics as part of the Bylaws.

Mr. Weber seconded the motion, and the Chair opened the floor for discussion. After discussion, the vote was taken.

YEAS = 17; NAYS = 0; Abstentions = 0.

The motion was carried

20. Transportation  
Committee - George  
Langford

20. Mr. Langford provided the report for the  
Transportation committee on behalf of the committee  
chair, Mr. Decker. The committee met on April 28, 2003.

The Transportation Committee recommended that the  
OEMS solicit a new request for bid for the State  
Ambulance Contract.

The Transportation Committee is soliciting advice  
from consumers and has sent a questionnaire to all  
agencies that have purchased an ambulance from the  
state ambulance contract.

The next meeting is scheduled on July 28, 2003.

Mr. Langford made the following motion concerning the  
State Ambulance Contract.

Sherrin Alsop seconded the motion and the Chair opened  
the floor for discussion.

Mr. Langford explained that the contract is out of  
date and the ambulances are not being built to current  
federal standards or meet the standard of the EMS  
Regulations.

Mr. Palmer asked OEMS staff for additional  
information about the contract situation.

Mr. Winston explained that the contract would expire  
on September 15, 2003. Prior to that date, OEMS  
needs to either revise the technical bid specifications  
and go through a public procurement process of  
selecting a new vendor or renewing the contract. A  
third option would be to ask the vendor for an  
extension of the existing contract for a period of time  
to allow OEMS to make necessary changes in order  
to bring the specifications into compliance.

The Office of EMS has strong reservations about the  
recommendation to re--bid the contract at this point  
in time based on the amount of work that needs to be  
performed, as well as the existing workload demand.  
There is a mechanism to extend the contract and to  
make modifications to the contract to ask for pricing  
on items that were not previously included. OEMS  
would prefer this option.

Mr. Langford clarified that his motion would allow  
for the extension of the contract, and allow the Office  
of EMS additional time needed to start the bid  
procedure.

Mr. Palmer asked that Mr. Langford restate the motion.

May Fox offered a "friendly" amendment that the motion  
states that the process be done in a time frame consistent

unanimously.  
20.

MOTION: The  
Transportation Committee  
recommends that the Office  
of EMS solicit for a new  
state contract bid.

MOTION: The State EMS  
Advisory Board recommends  
to the Office of EMS to start  
the procedure for the purpose  
of letting out a new state  
ambulance contract.

Sherrin Alsop seconded the  
motion, and the Chair called

with a renewed contract by 2004.

for the vote.

AMENDMENT: That the process be done in a time frame consistent with a renewed contract by 2004.

Mr. Player seconded the amendment and the Chair called for the vote.

YEAS = 17; NAYS = 0; ABSTENTIONS = 0. The motion carried unanimously.

The Chair then called for the vote on the original motion.

YEAS = 17; NAYS = 0; ABSTENTIONS = 0. The motion carried unanimously.

21. Trauma System Oversight and Management Committee - Gary Brown

21. Mr. Brown gave the report for Trauma System Oversight and Management committee in Mr. Reece's absence.

21.

The committee has no action items.

The next meeting for the committee is scheduled on June 5, 2003 at the Office of EMS.

A major topic of discussion at the June 5 meeting will be the upcoming verification visits scheduled for the fall.

The committee is having a hard time forming the site review teams in part because a lot of the physicians that have assisted in the past have been deployed overseas.

Dr. Gilbert gave information on the Trauma Systems Plan. work on the plan is still in progress. Currently, committee members are reviewing the plan and then submitting their changes to Dr. Gilbert in Word format. to date, she has received two responses.

22. Presentation by Department of Motor Vehicles - Vince Burgess

22. Mr. Burgess, the Assistant Commissioner for Transportation Safety from Department of Motor Vehicles (DMV) gave a short presentation on a new program, "Click It or Ticket" that DMV is implementing.

22.

The campaign addresses "buckling up" seat belts. Virginia currently has a 70 percent use rate and the goal of this campaign is to increase the rate to 77 percent, front seat occupants, by the middle of July. The target audience is 18-34 year old males.

This is a national campaign. Virginia will be purchasing paid advertisement in the markets of Roanoke Valley, Tidewater, and Richmond.

23. Regional Council

23. Rob Logan generously agreed to defer his report

23.

Executive Directors - Rob Logan  
Public Comment

today due to the time and the weather conditions.

Jim Chandler - Tidewater EMS Council  
Mr. Chandler complimented the Office of EMS, and Mr. Gary Brown, Director, on the "green book," *Office of Emergency Medical Services Quarterly Report to the State EMS Advisory Board.*" He said that it was an invaluable tool for him and the information contained in the book is utilized in various formats.

Mr. Chandler wanted to point out two items he felt would be of extra value in the future.

NFPA EMS System Standards that are being proposed. Mr. Chandler encourages all Board members, particularly the EMS Plan Committee, to take a look at those proposals.

The Trauma System Census. Since 1991 there has not been a complete nationwide look at the status of trauma systems around the country. The "green book" has a link that goes to a JAMA article that is a recent review of the trauma systems.

Dr. Margaret Dolan - a former board member

Dr. Dolan commented on the recent vote regarding the EMS for Children Committee. The program staff is extremely happy with the results of the vote. Dr. Dolan is the founder of EMSC in Virginia. She expressed her appreciation for the program's growth:

Being made a standing committee of the Advisory Board

Having a EMSC Governor's award at the Symposium

Old Business

Bylaws Review - Kent Weber

Mr. Weber reviewed the Bylaws and made several changes, mostly word changes and semantics, and gave them to Kenny Updike.

Mr. Palmer said the Board should discuss any suggested changes to the draft Bylaws as they have been published, including the standing of the Code of Ethics draft, which they added for the same discussion.

Code of Ethics Document

Mr. Player recalled discussion at the April meeting about the Nomination Committee and the Awards Committee being ad hoc instead of standing committees. Mr. Player asked if the Bylaws needed to be edited to reflect that change.

Rob Logan addressed that issue and pointed out that the title had been changed for that section, from "Standing Committees" to "Committees." Those two committees are actually standing committees because they do exist every year, and from year to year. The one section that was added was something that allows each committee to adopt its own operating procedures. This means if a committee only needs to

meet once a year that is what it can do; it does not have to be on the agenda of this body at each meeting.

Mr. Winston pointed out that the draft that the board members have is slightly different from the document that was presented at the retreat. Robin Kurz looked at the document after the retreat and made seven specific recommendations that OEMS incorporated into this draft for review today. Ms. Kurz went through the document and pointed out the significant changes.

Mr. Player asked Mr. Palmer if the action the Board took earlier adds the Ethics document to the Bylaws. Mr. Palmer said that it adds the Ethics document to the discussion on the Bylaws.

Mr. Palmer said that they have two issues. One is that the Chair would entertain a motion with regard to the draft Code of Ethics as a guidelines document for the Board. Mr. Palmer feels they need to take care of that issue; and then exactly where they place it within the context of the Bylaws is a process question.

Mr. Barklage made the following motion. The motion was seconded.

Mr. Player suggested a "friendly" amendment.

Mr. Palmer said that there was a motion on the floor to adopt the draft Code of Ethics as a document, a guideline for the Board. Mr. Weber seconded the motion. The Chair opened the floor for discussion.

Motion: Consider the draft Code of Ethics as a document for the Board to consider the exact placement and reference to be determined at a later time.

Ms. McGee suggested that it might be better to put the Code of Ethics as a part of the orientation for new board members. Scott Chandler agreed that the Code of Ethics is a good document to receive at time of orientation. He suggested that it might be appropriate to provide the Code of Ethics along with a certification that a member has received the Conflict of Interest act, and in the orientation package actually sign that as an acknowledgement that they agree to the Code of Ethics.

Amendment: Adopt the draft Code of Ethics as a "stand alone" document.

The Chair stated that there was a motion on the floor made by Mr. Player and seconded by Mr. Weber to adopt the draft Code of Ethics as a guideline and standard with assurances that the Board would provide the document to new board members in orientation. The motion was restated with the amendment, and duly seconded

Bylaws

The Chair said that the Board might want to address the committee composition issue.

Mr. Player went on record to say that he felt it was necessary to have all of the proposed committees in order to accomplish their mandates. Mr. Player made the following motion, and it was properly seconded.

The Bylaws will be undertaken at the August meeting.

MOTION: The EMS Advisory Board recommends adoption of the draft Code of Ethics document as a guideline and standard with assurances that the Board would provide the document to new board members in orientation.

The vote was taken. YEAS = 16; NAYS = 0; ABSTENTIONS = 0. The motion carried unanimously.

MOTION: The EMS Advisory Board confirms that this is the first reading of the draft Bylaws.

The chair called for the vote.

YEAS = 16; NAYS = 0; ABSTENTIONS = 0. The motion was carried unanimously.

New Business

Nominating Committee

Mr. Palmer stated that with appointments and leadership changes, it is necessary to appoint a Nominating committee. the chair appoints three people to the committee and two appointments are elected from the floor.

Mr. Palmer announced his appointments.

- Genemarie McGee
- Karen Wagner
- Gary Critzer

The Chair opened the floor for additional nominations.

Mr. Weber nominated Sherrin C. Alsop. Ms. Alsop was agreeable. The motion was properly seconded.

Mr. Player nominated Elizabeth Martin. Ms. Martin was agreeable. The motion was properly seconded.

The Chair called for additional nominations from the floor. Hearing none, the Chair called for a motion to close the nominations.

The motion was made and properly seconded to close the nominations. The vote was taken.  
YEAS=16; NAYS = 0;  
ABSTENTIONS = 0.  
The nominations were closed and the committee composition was accepted as stated.

Adjourn  
Next Meeting

Hearing no more business, the meeting was adjourned.

August 8, 2003  
Date: August 8, 2003  
Time: 1:00 p.m.  
Location: The Place at  
Innsbrook

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